HOW TO MAKE AN APPLICATION

APPLICATIONS FOR INSPECTION – PB, SE, E AND A/S

Forms should be submitted to SASA no later than 14 May, or within two weeks of planting (whichever is later)

You can apply online via MySPUDS: www.sasa.gov.uk/spcs-myspuds

FORM SPCS1

If you grow crops on 2 or more farms, a separate SPCS1 form must be completed for each farm. All details requested must be provided on each form. If a blank form is used, even as a continuation sheet, the address box should be completed.

Missing information could cause a delay in processing your application.

Producers Identification Number and Address

If your applications are pre-printed with your Applicant Number (UK/S No), name and address please check all details are correct and amend if necessary. We will then amend our records accordingly.

If you are completing a blank form enter your details or, if you are completing it for crops grown on behalf of another Producer, enter their details.

Producer Contact

Enter the details of the person representing the Producer who should be contacted by us if there are issues with the application and the eligibility of the crop.

Name and Address of Grower

When the crops are being grown by someone other than the Producer, enter the details of the person who should be contacted by our inspectors regarding arrangements for inspection and other inspection issues.

Particulars of Farm

Enter the Farm Code of the parent unit i.e. the official parish/holding number and enter the name of the farm.

Particulars of Seed Crops

No more than 8 seed crops should be entered on any one SPCS1 form.

FID Number

Enter the complete FID number that relates to the field as shown on the PCN clearance certificate – the two letter prefix and the 10 digit number e.g. NO/01234/56789.

Entry Class

Enter the class at which the crop is to be inspected, not the class attained in 2025. If the variety is an approved stock that has not previously been entered into the SPCS, the class will be S for all approved stocks planted on a basic seed unit or PB on a PB unit (these PB crops must be derived from PBTC minitubers).

Variety

If the variety is undergoing National List testing, or is in trial, please enter the proposed name or the reference number used to identify it by the Plant Variety Rights Office.

Area

For S, SE and E crops enter the area in hectares to one decimal point, i.e. 1.24ha = 1.2ha, 1.28ha = 1.3ha.

PB or approved stock crops – if the area of the crop is very small, the number of tubers planted may be entered instead of hectares.

Drill Count

Complete the number of drills (not beds) planted.

Organic

If a crop is being produced to organic requirements, please tick the box. Ticking the box will be a declaration that the applicant is a certified member of a recognised organic association e.g. The Scottish Organic Production Association (SOPA). Otherwise leave blank.

Date Planted

Enter the date the crop was planted. If the crop has not been planted, enter the intended date of planting or "not planted". Do not hold onto application forms past the submission date.

Input Seed Crop ID Number

Enter the previous year's crop reference number taken from: -

- Your previous year’s crop inspection report;
- The labels from seed bought in;
- The labels provided after tuber inspection on your farm of seed classified in another person’s name and retained on your farm.

If the crop is being grown from more than one origin, all stocks must be entered.

If the crop is an approved stock that has not previously been entered into the SPCS, include a separate note giving details of its origin.

Particulars of Ware Crops planted on the Same Farm

Only crops being grown on the same unit as the seed crops entered for inspection should be entered on the form.

Enter the details requested in the manner described for seed potato crops. Do not enter crops which will be entered by another producer/applicant. If there are no other crops apart from seed crops for inspection enter '**NONE**'. Do not leave the box blank.

If you require to enter more than 3 ware crops, use another form.

APPLICATION CHECKLIST

Before submitting your application, check that you have: -

- Completed Form SPCS1
- Enclosed Labels and Invoices for bought in seed

Field Plans

A field plan where appropriate should be forwarded to your local Area Office.

Further Forms

If you need more of the above forms you can obtain them from SPCS, or print off a pdf file from the SASA website at:- www.sasa.gov.uk/spcs-growing-crop-inspection-documents

SEND YOUR APPLICATIONS TO:-

Seed Potato Classification Scheme, Room D5, SASA Headquarters, Roddinglaw Road, Edinburgh, EH12 9FJ.

Electronic Application

You can apply electronically via MySPUDS at www.sasa.gov.uk/spcs-myspuds

If you wish to submit your applications by e-mail, you can find a template at www.sasa.gov.uk/spcs-growing-crop-inspection-documents Please refer to this document when completing the template.

The completed applications should then be sent to the SPCS mail box: spcsapp@sasa.gov.scot

If you require any further information, please contact us as shown below:

e-mail	Telephone
spcs@sasa.gov.scot	07901 698970
	07443 239524

Seed Potato Classification Scheme
Potato Section
SASA
Roddinglaw Road
Edinburgh
EH12 9FJ

The Certifying Authority is bound by current disclosure legislation. All crops which meet Pre-basic and Basic inspection requirements at crop inspection will appear in the Register of Pre-basic and Basic Seed Potatoes.